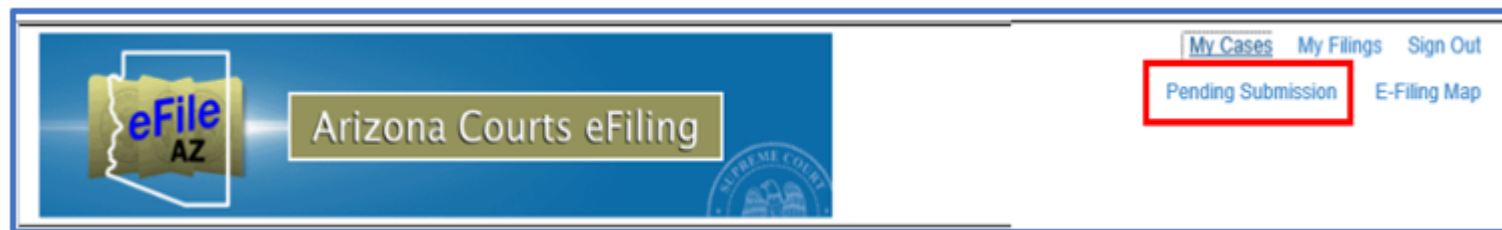






## How to Remove Pending Filings from the Pending Submissions Folder

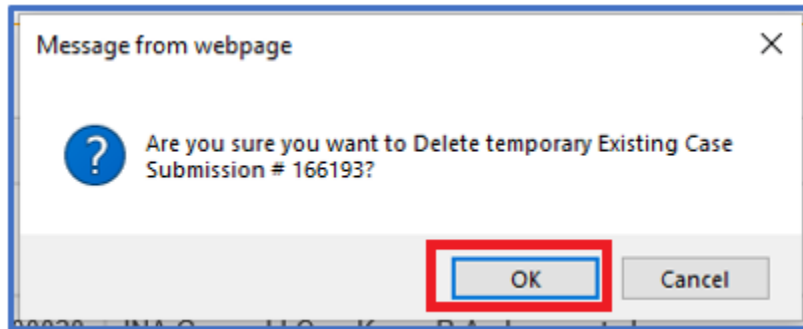
1. Log in to your eFileAZ account. <https://efile.azcourts.gov/>
2. Select 'Pending Submission' from the menu on the top right-hand side.



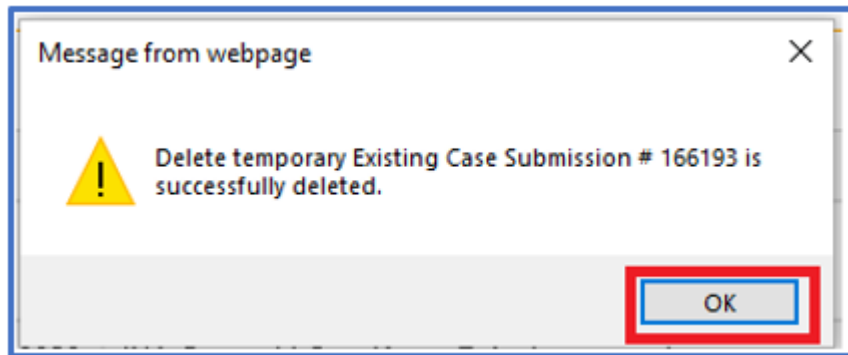
3. Select the **X** under the Delete/Copy column next to the EFSP Filing ID number to be removed.

Pending Submission							Help 
							 Refresh
Court Location	General Case Category	Case Number	Case Detail	EFSP Filing ID	Delete/Copy	Date Last Updated	
				166193	 	01/26/2021 04:34:25 PM	

4. A notification will appear to confirm the deletion. Select 'OK'



5. A notification will appear confirming temporary Existing Case Submission # xxxxxx is successfully deleted. Select 'OK'.



6. If the submission was not removed successfully, please contact AOC support for further assistance [passupport@courts.az.gov](mailto:passupport@courts.az.gov) or 602-452-3519.